2011 Confined Space Responsibilities



Richmond Refinery
IIF 3Q Proactive, Week 8

Legal Documents 101



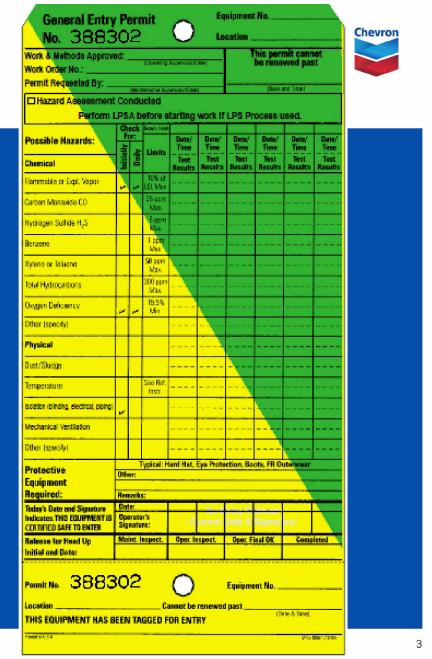
- Keep in mind our work permits in the Richmond refinery are considered Legal Documents.
- All fields must be completed and proper signatures must be obtained before the permit can be issued
- Work descriptions and locations must be legible, accurate and complete.
- All required fields must be updated BEFORE work may progress.
- Use a fine-tip permanent pen for weatherresistant permits



Confined Space Entry Permits

Responsibilities

- Ensure Isolation Blind List is prepared and approved by operations
- Confirm the confined space is properly blinded before entry
- Make certain all entrants understand the chemical hazards inside the confined space
- •Check that the entry permit, supplemental (if needed) and all other required documents are properly completed and posted at the job site



Confined Space Entry Permits – Responsibilities & Requirements



- Ensure the following information is on each entry permit:
 - Approval signatures AND dates
 - -Correct equipment number and location
 - -Correct date and time in the Permit Renewal Section
 - -Box checked for a completed Hazard Assessment

General Littly Permit	Equipment No						
Work & Methods Approved:	This permit cannot be renewed past						
Permit Requested By:	(Date and Time)						
Perform LPSA before starting work if LPS Process used.							

Confined Space Entry Permits – Necessary Signatures & Testing



- Confirm that Gas Testing
 Frequency check boxes are
 completed initially by CFD
- –Check that the Date/Time and Test results are completed by the Gas Tester
- –Make sure the Operator's Signature AND Date are completed for EACH SHIFT on the base of the permit



Today's Date and Signature	Date:	
Indicates: THIS EQUIPMENT IS CERTIFIED SAFE TO ENTER	Operator's Signature:	IC

Confined Space Entry Permits—Area and Time Limits



■Permit Limits:

- –If PPE Requirements are either <u>raised or lowered</u>, a new permit is required to account for the changing conditions within the confined space.
- -The maximum duration for any one "GENERAL ENTRY PERMIT" tag is six shifts. The maximum duration for any one "SPECIAL ENTRY PERMIT" tag is two shifts.

Confined Space Entry Permits – Supplemental



Supplement to General Entry and Special Entry Permit (Required for Special Entry)

- Supplemental Permit:
 Description of the part of the part
 - Required for all Special Entry
 Permits and for General Entry Permits
 where Engulfment or Entrapment may
 occur
 - –May also be used as an accountability log used by the Standby Attendant

No. of Permit	Location / Equipment No.						
Purpose of Entry	•						
Has Equipment been cleaned (purged / ventiliated / flushed)? Yes Not Applicable (explain)							
Isolation Blinds Lockout Disconnect Block & Bleed Tagout Other (explain)							
Testing Equipment for Entry Conditions (list type used)							
Emergency -how to obtain Services -what's available	Emergency -how to obtain Radio Telephone Number(s)						
Entry Equipment Required: harness, hoistin Other (list type	e required)						
	list type required) Applicable						
Personal Protective Clothing Required	Yes-(list type required) Not Applicable						
Means of Communications between Attend	dant and Entrants:						
Other Permitted Work Hot Work	Other (list)						
Additional Comments							
Standby (Attendant)							
Name Date	Name Date						
Name Date	Name Date						
Entry Supervisor							
Name Date	Name Date						
Name Date	Name Date						
Is a separate entrant roster being used? Yes □ No □ If "Yes" then attach roster. If "No" then authorized entrants sign below and strike name when you leave.							
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	-						
-	_						
7							

Control Of Hazardous Energy (LOTO)



Blind/Isolation List:

- -Use Appendix E of RI-9900 for the Turnaround Blind/Isolation List
 - •Any Outside Operator may prepare the Isolation/Blind list, but it still must be Field Verified by Qualified HO or Fully Qualified Area Operator (Paneled)

ISOLATION/BLIND LIST FOR ROUTINE MAINTENANCE

APPENDIX A

Click here to obtain the electronic copy of the Isolation List. 1. Enter one tag number on each line.											
Prepa	red By:	:					2. Enter date for each section of the blind tags. (E - A)				
Operator Re Equ	O/Fully ed Area eleasing ipment:	3. Enter date and initials in section C and A. *MSDS#:									
Equipment No).: <u> </u>		Business Unit	:	Plant:		*Radiation Source Isolated YES NO	NA	Date:		
		BLIND TAG SECTION									
			Blind In		Blind Out					Fresh Air	
Tag	Date	Date	Date / Initial	Date	Date / Initial			Type of		Y /	
Number	E	D	С	В	A		Location Description	Isolation	Service	N	
			_								

Discussion



In the past, what issues have surfaced with confined space entry permitting process?

What would you do differently to ensure the process if followed correctly every time?